

OPTIONAL FORM NO. 10

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UNITED STATES GOVERNMENT

*Memorandum*OC -1026
DATE: 19 SEP 1962

TO : Special Support Assistant to the DD/S

FROM : Director of Communications

SUBJECT: Comments Regarding Proposed Policy for Use and Reimbursement
for Official Travel by Privately Owned Vehicle

1. The Office of Communications concurs in the establishment of an Agency-wide policy regarding POA travel in order to eliminate the inequities occasioned by present variances in treatment of this matter by Agency components. However, it is felt that in authorizing travel via POA we should not lose sight of the fact that the employee is basically entitled to common carrier transportation for himself and dependents and shipment of his POA and that utilization of such entitlement results in no personal cost to the employee. In actual practice, the use of POA is normally chosen by the employee for his personal convenience; and since such mode of travel is an elective on the part of the employee, additional costs should not be imposed on the Government unless some real advantage is realized. On the other hand, it is felt that restricting reimbursement for POA travel to constructive cost factors normally does not cause any financial hardship to the employee. On the contrary, I believe that cross-country travel of a family can, in most instances, be accomplished within the amount reimbursable on a constructive cost basis. In view of the fact that cross-country travel via POA can be accomplished within the constructive cost limitation without cost to the employee, and in view of the absence of a substantive advantage accruing to the Government through utilization of POA travel, it is felt that the proposed policy is extremely liberal. It is, therefore, recommended that the norm for granting the POA allowance be set at 5 or more full fares.

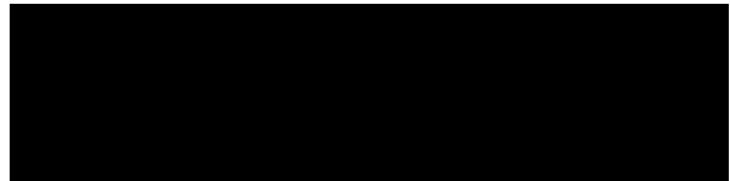
2. In regard to the notation made by the Comptroller, it is conceivable that a case might arise where the travel of fewer than the established number of authorized persons via POA would be advantageous to the Government. I believe the policy paper should merely establish norms for the routine situation, but should not restrict the authorizing official from deviating where the circumstances warrant such action.

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3. Paragraph 5 should be clarified to restrict POA travel on a mileage basis to those cases in which the shipment of a POA is authorized and the POA is driven over a portion of the route between the authorized points of origin and destination.

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